



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
Wyoming State Office  
P.O. Box 1828  
Cheyenne, Wyoming 82003-1828



In Reply Refer To:  
1120 (912) P

March 27, 2006

Instruction Memorandum No. WY-2006-024  
Expires: 09/30/07

To: Field Managers and Deputy State Directors  
From: State Director  
Subject: Response to Congressional Inquiries

This memorandum serves to restate policy and guidelines for processing responses to Congressional controlled correspondence. This includes letters from Wyoming's two U.S. Senators, the U.S. Representative or their staffs, and Members of Congress from other States.

The Wyoming State Office of External Affairs (OEA) is responsible for coordinating responses to Congressional inquiries, in collaboration with Field Public Affairs Officers (PAOs). The State Director signs all written correspondence to ensure a consistent message. The process will be the same if the letter is signed by the Congressional or one of the Field Representatives.

Whether received in the Field, or the State Office, the State Director's staff will log and assign control numbers to the Congressional inquiries. They will then be directed to the appropriate BLM staff for preparing the draft responses. These responses will be coordinated with OEA during the draft phase. After the response is finalized, it will then be routed through OEA before going to the State Director for signature.

When written correspondence is directed to the Field Manager (FM), the letter needs to be FAXed to the State Director's staff where it will be handled the same way as the inquiries coming into the State Office. The FM will work with the Field PAO and appropriate State Office specialists to prepare a draft response. The draft will be routed through the State Office and OEA prior to the State Director, for signature.

If a phone call or personal visit from the Congressional Field Representative is directed to the Field Office, the Field Manager, in coordination with the Field PAO, will provide verbal answers to their questions. Should the PAO not be present during the communication, the manager will notify the Field PAO of the contact. However, sensitive or controversial subject matter inquiries will be prepared for State Director signature.

The WY OEA shall be notified of all incoming Congressional inquiries by recipients as to the name of the Congressional member and the subject matter.

All Congressional inquiries will be replied to within seven (7) working days. If a response can not be made within that period, an interim reply will be sent.

Please direct questions regarding Congressional inquiries to Steven Hall, External Affairs Chief, (307) 775-6015.

Signed by:  
Robert A. Bennett  
State Director

Authenticated by:  
J. Camargo, Secretary  
State Director's Office